

ASSISTANT TO THE CITY ATTORNEY

GRADE: 20

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Assistant to the City Attorney performs difficult paraprofessional and complex administrative work involving research into legislative or legal history, and case law; maintaining reference and tracking systems; and receiving, analyzing and coordinating the preparation of responses to various legal assignments. The incumbent works proactively relieving the City Attorney of administrative and procedural work and ensuring that legal services are delivered in a timely, competent and efficient manner. The work requires light physical effort and considerable mental effort with some stress. The work is subject to functional policies and goals under general managerial direction from the City Attorney. The incumbent participates with others (both within and outside the Department) in program and project development and service delivery. The incumbent supervises support staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Plans and coordinates the work of the office, establishing, organizing and supervising the maintenance of office files, records, and directories.
- Performs highly confidential and sensitive assignments in connection with the functions of the office.
- Researches and obtains information from various sources as necessary.
- Prepares initial drafts of various legal documents for review by attorneys.

- Responds to and answers inquiries regarding ordinances, legislation, easements and other related documents and pending matters.
- Reviews various applications and other matters for legal and procedural compliance with the Rockville City Code and related statutes.
- Provides a variety of legal assistance and technical guidance to City staff requiring specialized knowledge of processes, procedures and practices to support legal and administrative activities.
- Performs special projects involving research into legislative or legal history and case law.
- Manages and prioritizes legal matters by monitoring the progress of pending cases and initiates action to ensure that legal pleadings, forms, reports, correspondence, and other documents are prepared and submitted within established deadlines.
- Compiles, organizes and indexes various exhibits and administrative records for submission in court.
- Assists in the preparation of legal pleadings and court documents.
- Coordinates and manages the preparation and processing of amendments to the City Code.
- Coordinates and assists in the preparation, review and finalization of various city documents including advertisements, contracts, easements, deeds, resolutions, ordinances and legal notices.
- Serves as liaison between the City Attorney and other city staff.
- Represents the City Attorney's office on committees, workgroups, etc. and arranges for or fulfills requests for information and comments.
- Monitors and analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings on issues relating to the City.
- Conducts legal research for the preparation of legal opinions on matters of interest to the City.
- Tracks and coordinates the preparation and submission of various Mayor and Council briefbook materials.
- Manages and controls databases on procedures for various applications and legislative history for the Rockville City Code.
- Provides technical support for all Legal Office staff on use of various software programs.
- Monitors budget expenditures and prepares budget estimates.
- Manages the law library. Determines the need for new and replacement publications.
- Supervises an administrative assistant.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equal to an Associate of Arts Degree with a paralegal certification by an institution, college or university, approved by the American Bar Association and at least six years of legal office experience, preferably in a municipal government organization.

Preferred Knowledge, Skills and Abilities:

- Knowledge of legal terms, business English and simple accounting procedures.
- Knowledge of legal procedures and practices indigenous to a modern legal office.
- Knowledge of Federal, State and local requirements, which affect municipalities.
- Knowledge of the functions and procedures of a City Clerk's office.
- Skill in making decisions which will affect the organization, recognizing established precedents and practices and using resourcefulness and tact in meeting new situations.
- Skill in advanced word processing and ability to provide technical support when needed.
- Skill in effective oral and written communication.
- Ability to identify and utilize legal reference materials to perform extensive legal research.
- Ability to analyze, interpret, and apply regulatory information.
- Ability to draft/develop legal documentation and correspondence.
- Ability to work effectively and professionally with others in the legal profession, both within and outside City government, as well as other employees and the general public, to convey concise and accurate explanations of ordinances, policies, requirements and accepted practices and procedures.
- Ability to complete tasks requiring the organization and presentation of materials.
- Ability to establish and implement office and clerical procedures.